

“Frequently Asked Questions”

HIV Federal Materials Review Process

1. What is the HIV federal materials review process?

The federal materials review process is a mandatory requirement around the use of HIV educational materials supported by Centers for Disease Control (CDC) funds. All entities who receive CDC HIV prevention funding are required to comply with the requirements set forth in *Content of AIDS-Related Written Materials, Pictorials, Audiovisuals, Questionnaires, Survey Instruments, and Educational Sessions*. You can find a copy of the guidelines at: www.cdc.gov/od/pgo/forms/hiv.htm.

2. Which entities are required to have their materials reviewed?

All entities that are either partially or fully funded with CDC HIV prevention funds must have their HIV educational materials go through the federal materials review process. These organizations include health departments, community-based organizations, HIV prevention collaborations, the HIV Prevention Community Planning Group and /or other agencies.

3. What can happen if an organization or individual does not comply with the federal materials review process?

Not complying with the requirements set forth by CDC can result in restrictions or disallowance of HIV prevention funds related to the use of the unapproved materials and related staff activities.

4. Who has the task of reviewing the materials?

The Department of Health and Environmental Control’s (DHEC) STD/HIV Division has established a Federal Materials Review Committee (FMRC) whose sole task is to review HIV educational materials. The Committee consists of ten (10) members, which include a Federal Materials Review Process Coordinator (FMRPC) and representatives from state agencies, community-based organizations and the community. All members are required to understand how HIV is and is not transmitted as well as the epidemiology and extent of the HIV/AIDS problem in the local population and the specific audiences for which materials are intended.

5. Which HIV materials must be reviewed by the Federal Materials Review Committee?

The Federal Materials Review Committee must review all HIV educational materials that are purchased, developed or used in HIV prevention programs supported by CDC HIV prevention funds. As stated in the CDC Guidelines, materials include brochures, posters, flyers, public service announcements, billboards, videos, questionnaires, surveys, conference agendas, program curricula, and website information.

6. Which materials do not have to be reviewed by the Federal Materials Review Committee?

The following is a list of materials that do not have to be reviewed by the Federal Materials Review Committee:

- CDC approved curricula. For example: Becoming a Responsible Teen, Get Real about AIDS.
- Sexually transmitted disease materials that do not contain any information about HIV/AIDS (HCV, HBV, syphilis)
- Co-related materials that do not contain any information about HIV/AIDS such as domestic violence, self-esteem, etc.
- Materials that promote an event but do not contain any HIV educational written or pictorial messages such as HIV statistical data, HIV prevention and transmission information. For example “Come Get Tested” flyers, and organizational or services promotion brochures.
- Materials purchased, developed or used in programs not funded, in any way, with CDC HIV prevention funds.

7. What does the Federal Materials Review Committee look for when reviewing HIV educational materials?

The Federal Materials Review Committee looks for the following when reviewing HIV educational materials:

- Messages must emphasize ways in which individuals can fully protect themselves from acquiring or transmitting the virus.
- For those individuals who cannot cease risky behaviors, methods of reducing their risk of acquiring or spreading the virus
- Appropriateness of content/language/messages designed to communicate with the intended audience(s)
- Factual accuracy
- Outdated and/or misinformation
- Materials that promote or encourage sexual activities and/or drug use
- Suggestive graphics

8. How can I submit my HIV educational materials for review?

The federal materials review process is easily accessible and user friendly. The following are steps of the federal materials review process from beginning to the end:

- Complete Request for FMR Form. (Form can be downloaded from web site a www.scdhec.net/hs/diseasecont/stdwk/html/materials.htm or by contacting the FMR Coordinator)

- Submit completed form with ten (10) copies of the item(s). Audiovisual materials can be submitted with one copy. However, these materials are reviewed on quarterly basis when the committee meets in full session.
- Send materials to: Attn: Federal Materials Review Coordinator
SC DHEC-STD/HIV Division
Box 101106
Columbia, South Carolina 29211
- Upon receipt the materials will be forwarded to the committee for review.
- A response from the review committee will be sent approximately 15-working days after receipt of the materials.

Note: A copy of the most current Materials Review List can be found on the web site.
<http://www.scdhec.net/HS/diseasecont/stdwk/Pubs/material.pdf>

9. How can I contact you with my questions, comments, and concerns?

The FMRC welcomes any questions, comments, and/or concerns you may have. Feel free to contact us at 803.898.0480 or by e-mail at harrisj@dhec.state.sc.us.

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